

# Best Practices – Voting System

## Best Practices for Cleaning & Disinfecting Equipment

With the high volume of voters using a machine, equipment surfaces get smudged and dirty. Use these procedures throughout Election Day to help maintain a sanitary voting environment and keep the equipment operating at maximum efficiency.

### CLEANING PROCEDURES

These steps apply to all surfaces of all ES&S devices, including touch screens, ADA peripherals, input trays, ballot boxes and external surfaces of the equipment. Following these steps will clean and disinfect. These steps may be conducted while the device is running, but must only be applied to external surfaces.

<b>Required Supplies:</b>	Use one of the following options: <ul style="list-style-type: none"><li>• Soft, lint-free cloth with isopropyl alcohol (70%)</li><li>• ES&amp;S Touch Screen Cleaning Kit</li><li>• Alcohol wipes; especially, Super Sani-Cloth and Incides N</li></ul>
<b>Required Staff:</b>	One trained poll worker

1. To clean and disinfect the external surfaces of the device:
  - a. Lightly dampen (do not soak) a soft, lint-free cloth with isopropyl alcohol.
  - b. Using gentle pressure and circular motions, wipe the surface until clean.

#### Caution



For the ExpressVote XL, the touch screen manufacturer recommends disinfectants do NOT touch the edges of the screen where sensors are located. Exposure to solvents will damage the touch screen.

Instead, focus cleaning on the areas where voters come in contact with the touch screen.

#### Important



Be careful not to scratch touch screens.

## CLEANING PRECAUTIONS

To ensure the equipment is not damaged during cleaning, remember these precautions.

**Warning**

Do NOT use full-strength, harsh detergents, liquid cleaners, aerosols, abrasive pads, scouring powders, or solvents, such as benzene, unless otherwise noted. Disinfectant sprays, such as Lysol, are not permitted and will damage the touch screen.

**Warning**

Liquids should never be applied directly to the unit.

Do not soak the cloth with solution so that moisture drips or lingers on the external surface.

**Caution**

Prolonged exposure to alcohol will disinfect the equipment, but may remove the sheen on plastic surfaces. This will not effect the structural integrity of the equipment.

**Caution**

Do not allow cleaning solutions to come in contact with ballot stock.

## APPLICABLE VERSIONS

- All ES&S voting systems